

**Department of Environmental Protection
State Emergency Response Commission
Request for Proposal**

The Connecticut Department of Environmental Protection (DEP), acting on behalf of the State Emergency Response Commission (SERC), is seeking to retain a consulting firm or contractor to update (a minimum five (5) and a maximum of eight (8)) Local Emergency Planning Committee (LEPC) emergency plans and to conduct a hazardous material transportation related full-scale exercise including an evaluation for the towns that are part of the Regional Public Safety Task Force. All services must comply with the requirements of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) and Connecticut General Statutes. The emergency response plans are kept on file at the Connecticut Department of Emergency Management and Homeland Security in Hartford, CT. The consulting firm or contractor interested in submitting proposals must demonstrate experience in conducting HAZMAT transportation related exercise and be familiar with the emergency plan requirements of the Emergency Planning and Community Right-to-Know Act, the Hazardous Materials Emergency Planning Guide, (July 2001) and the National Incident Management System, the Incident Command System and the Unified Command System practices.

It is anticipated that funding for this project will be provided by the U. S. Department of Transportation Hazardous Materials Emergency Preparedness grant (HMEP). The objectives of this project are to update eight of the LEPC emergency plans and to conduct hazardous materials transportation related full-scale exercise including an evaluation for the part or the entire Region within the project budget of \$45,300.00.

Detailed copies of the Request for Proposals may be obtained from the State Emergency Response Commission, 79 Elm Street, Hartford, CT 06106-5127, and telephone (860) 424-3373. Proposals may be mailed or delivered in person to Jean King at the above mentioned address and must arrive no later than 4:30 p.m. on December 9, 2006.

Department of Environmental Protection State Emergency Response Commission Request for Proposal

Statement of Objective

The Connecticut Department of Environmental Protection (DEP), acting on behalf of the State Emergency Response Commission (SERC) is seeking to retain a consulting firm or a contractor to:

- update LEPC emergency plans (a minimum five (5) and a maximum of eight (8)) and
- conduct a hazardous material transportation related full-scale exercise including an evaluation.

All services rendered under this proposal must comply with the requirements of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). EPCRA requires that LEPC plans be reviewed at least once a year and updated as necessary. The plans are kept on file at the Department of Emergency Management and Homeland Security in Hartford, CT.

It is anticipated that funding for this project will be provided by the U. S. Department of Transportation Hazardous Materials Emergency Preparedness grant. The objectives of this project are to:

- focus on the emergency preparedness and response,
- provide specific Northwestern communities with information useful in improving and implementing their emergency plans as required by EPCRA,
- furnish criteria to determine risk,
- conduct planning that is consistent with the LEPC's need and capabilities, and
- provide recommended methods to exercise while updating their LEPC emergency plans.

The following towns will be offered the opportunity to have their emergency plans reviewed and updated and/or be involved with the exercise: Barkhamsted, Colebrook, Goshen, Hartland, Harwinton, Litchfield, Morris, New Hartford, Norfolk, Torrington, Winchester, Canaan, Cornwall, Kent, North Canaan, Roxbury, Salisbury, Sharon, Warren and Washington.

The project budget is \$45,300.00. One of the Towns identified above will serve as the Town to host the exercise.

Scope of Services

LEPC Emergency Plans

The firm or contractor shall work with those LEPCs (at a minimum five (5) and a maximum of eight (8)) selected by the SERC to update their LEPC emergency plans as necessary to comply with the requirements of EPCRA. The SERC will coordinate with the Northwestern individual Local Emergency Planning Committee representatives, Regional Public Safety Task Force and/or Fire Department Chiefs to select the towns planning team members for this project. The SERC will prepare and distribute letters to the LEPCs explaining the services to be conducted by the contractor. The SERC will provide the consulting firm or contractor with a list of LEPCs who are interested in obtaining assistance to update their emergency plan and those that would like to participate in the full-scale exercise.

The consulting firm or contractor shall be responsible for contacting and establishing a schedule to meet and work with each LEPC Chairperson, Regional Public Safety Task Force representative and/or Fire Department Chiefs to conduct updates on the emergency plans. The updated emergency plans shall include, as a minimum, the following:

- 1) Identification of facilities subject to the EPCRA requirements that are within the emergency planning district; identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances; and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities, such as hospitals or natural gas facilities.
- 2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any releases of such substances.
- 3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- 4) Procedures providing reliable, effective and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred.
- 5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such release.
- 6) A description of emergency equipment and facilities in the community and at each facility in the community subject to EPCRA, and an identification of the persons responsible for such equipment and facilities.
- 7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- 8) Training programs, including schedules for training of local emergency response and medical personnel.
- 9) Methods and schedules for exercising the emergency plan.

The consulting firm or contractor shall be responsible for meeting with LEPC members and others as often as is necessary to obtain information needed to complete the emergency plan review and update.

The consulting firm or contractor shall prepare and deliver to each LEPC Chairman, the Regional Public Safety Task Force and the SERC a final copy of the updated emergency plan. The firm or contractor shall also provide an electronic copy or paper copy of the updated emergency plan to the LEPC that is suitable for printing additional copies.

Proposals must contain a description of the approach to be used for updating the emergency plans, an estimate of the total number of emergency plans (a minimum of five (5) and a maximum of eight (8)) that will be reviewed and updated, a project budget showing personnel and other costs (i.e. travel, printing, supplies, misc.), an organizational chart showing the personnel that will be assigned to the project, resumes of key personnel and a description of previous emergency planning and emergency response experience and references..

Hazardous Material Full Scale Exercise

The consulting firm or contractor shall be responsible for conducting a hazardous materials transportation related full-scale exercise including an evaluation for the Northwestern Connecticut Towns that represent the Regional Public Safety Task Force including Barkhamsted, Colebrook, Goshen, Hartland, Harwinton, Litchfield, Morris, New Hartford, Norfolk, Torrington, Winchester, Canaan, Cornwall, Kent, North Canaan, Roxbury, Salisbury, Sharon, Warren and Washington. The hazardous materials exercise shall help prepare the communities to prevent transportation related incidents and to respond to the accidents that do occur. The consulting firm or contractor shall be responsible for providing a written report of the full-scale exercise including evaluation activities to the SERC, Regional Public Safety Task Force and participating towns.

The SERC will provide the consulting firm or contractor with contact names and telephone numbers. The consulting firm or contractor shall contact and establish meeting dates and times with the established contacts. The contacts will determine the level of thoroughness that is appropriate for the towns.

Proposals must contain a description of the approach to be used for conducting a hazardous material full-scale exercise including the format, schedule of events, scenario, evaluation including debriefing and any individual LEPC specific critiques. In addition, the proposal must include a project budget showing personnel and other costs (i.e. travel, printing, supplies, misc.), an organizational chart showing the personnel that will be assigned to the project, resumes of key personnel, a description of previous emergency response preparedness planning experience, references, a description of previous transportation related hazardous materials planning and response experiences. The exercise should be conducted in the Summer/Fall of 2007.

The firm or contractor selected shall provide a presentation on their efforts to the SERC at the September 2007 SERC meeting. **All work associated with this project must be completed before September 30, 2007.**

Qualifications

The firm or contractor must be familiar with the emergency plan requirements of EPCRA. The firm or contractor must also be familiar with the National Response Team documents specifically the Hazardous Materials Emergency Planning Guide (NRT-1) dated July 2001 in addition to the U.S. DOT Emergency Response Guidebook. In addition, the firm or contractor must be familiar with the National Incident Management System, Incident Command System and Unified Command practices.

Submission Deadline for Proposals

Grant proposals that do not meet the requirements of this RFP shall be deemed unacceptable and ineligible for review. Proposals may be mailed or delivered in person to the State Emergency Response Commission, Jean King, Connecticut Department of Environmental Protection, Bureau of Materials Management and Compliance Assurance, Emergency Response and Spill Prevention Division, 79 Elm Street, 4th Floor, Hartford, CT 06106-5127 and must arrive on or before December 9, 2006 no later than 4:30 p.m.. All proposals shall follow the required format, as outline in this RFP.

Proposal Conditions

Contractors who submit a Proposal are required to include a written affirmation in their proposals that they accept the Request for Proposal's conditions entirely and without amendment.

Standard Contract and Conditions language

Forms and reports related to standard contract and conditions are available on CHRO's website at <http://www.state.ct.us/chro/metapages/legalprot/cc-forms.htm>

Inquiry Procedures

Proposers shall submit questions on minor clarifications in writing by U.S. mail, email, or facsimile. It is in the best interest of the SERC to manage the flow of information about the RFP thereby ensuring the equitable treatment of all potential Proposers. All responses from Proposers must be generated from the same RFP language. Therefore, no substantive questions will be accepted regarding this proposal. All Proposers should indicate what they feel they can do within the time and financial parameters set forth with this project. The SERC has established a grant subcommittee to review all bids received under this RFP. All communication about the Request for Proposals will be referred by the DEP to the SERC Grant Subcommittee Chair.